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|  | Chenies School Acceptable Use Policy | October 2016 Chenies policy 0010 |  |
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Acceptable Use Policy

1 Scope

This document specifies what Chenies School deems as acceptable use for technology by all adults and children within the school community.

2 Introduction

Our Acceptable Use Policy (AUPs) outlines the correct use of new and emerging technologies, and the sanctions for misuse.

3 Updates

AUPs may need to be updated to take account of new technologies and children's applications. Chenies Schools will need to be aware of existing and potential issues as other policies are developed.

4 Document Naming

Annually staff and parents must complete the AUP agreement form, see Appendix A and B. Other adults working within the school must also complete the AUP agreement form either annually or as a one off document, see Appendix C.

5 SEN

The policy pays particular attention to issues affecting pupils with special educational needs. Such issues may include students' understanding of safety with technology, language difficulties, physical or sensory disabilities, emotional and behavioural difficulties, and the amount of supervision required.

6 Records

AUP Agreement files will be kept in staff and children's files in locked filing cabinets in School Office.

7 Review

This policy must be reviewed on an annual basis.

8 Approval

Head Teacher

Printed Name: _____

Signature: _____



Date: _____

Governing Body


Printed Name: _____

Signature: _____

Date: _____

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Appendix A

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|  | Name of School | Chenies School |
| | AUP review Date | October 2016 |
| | Date of next Review | October 2017 |
| | Who reviewed this AUP? | Hannah Burnett |



Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Heads and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business. (This is currently: Chenies School Gmail)
- I will only use the approved school email, school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will use the school's Learning Platform in accordance with school protocols.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.

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- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will access school resources remotely (such as from home) only through the school approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school’s e-safety curriculum into my teaching.
- I will alert the school’s named Designated Safeguarding Person if I feel the behaviour of any child I teach may be a cause for concern.
- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I understand that failure to comply with this agreement could lead to disciplinary action.

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| Acceptable Use Policy (AUP): Staff agreement form |
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User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title



School

Authorised Signature (Head Teacher)


I approve this user to be set-up.

Signature Date

Full Name (printed)

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Appendix B

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|  | Name of School | Chenies School |
| | AUP review Date | October 2016 |
| | Date of next Review | October 2017 |
| | Who reviewed this AUP? | Hannah Burnett |

Acceptable Use Policy (AUP): Parent agreement form

Internet and ICT: As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- the school's online managed virtual learning environment (E-Schools)
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.



I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.



Use of digital images, photography and video: I understand the school has a clear policy on "The use of digital images and video" and I support this.



I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.



I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.



I will not take and then share online, photographs of other children (or staff) at school events without permission.



Social networking and media sites: I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.





I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.



I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.



My daughter / son name(s): _____

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Parent / guardian signature: _____

Date: ____/____/____

The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.



Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity;
e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school;
e.g. in class or wider school wall displays or PowerPoint® presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.
In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

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The use of social networking and on-line media

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.



In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)


In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process:

<https://www.thinkuknow.co.uk/parents/browser-safety/>

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Appendix C

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|  | Name of School | Chenies School |
| | AUP review Date | October 2016 |
| | Date of next Review | October 2017 |
| | Who reviewed this AUP? | Hannah Burnett |

Acceptable Use Policy (AUP): Adults working with children agreement form

This covers use of digital technologies in Chenies School: including email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the Chenies School's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the SLT.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access any of Chenies Schools systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the Chenies School's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I understand that any / my personal online communication tools must not be used with service users and will not communicate or 'befriend' any service user using such methods.
- I will only use the approved email system for any email communication related to work at Chenies School. This is currently: @chenies.bucks.sch.uk
- I will only use other Chenies School approved communication systems for any communication with young people or parents/carers. I will request this from the school office.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Headteacher.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the Chenies School's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of young people or staff without permission and will not store images at home without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role. I understand that it

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is my responsibility to ensure I know how to use any such tools so as not to compromise my professional role, such as setting appropriate security settings.

- I will not create a business account on any social networking site unless in full agreement with the appropriate manager, agreed for specific circumstances.
- I agree and accept that any computer or laptop loaned to me by Chenies School is provided solely to support my professional responsibilities and that I will notify the them of any “significant personal use” as defined by HM Revenue & Customs.
- I will access Chenies School resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow Chenies School data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to service users, held within the Chenies School or LA’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I understand that it is my duty to support a whole organisation safeguarding approach and I will alert the Chenies School’s named Designated Safeguarding person if I feel the behaviour of any service user or member of staff may be a cause for concern or inappropriate.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

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| Acceptable Use Policy (AUP): Adults working with children agreement form |
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User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the Chenies School's most recent e-safety policies.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the Chenies School's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

<name of organisation>

Authorised Signature (Headteacher)

I approve this user to be set-up.

Signature Date

Full Name (printed)